



MONTANA

DEPARTMENT OF COMMERCE

**YOUTH RECREATION GRANTS
for Facilities on Montana State Trust Lands
DRAFT APPLICATION**

MONTANA DEPARTMENT OF COMMERCE
Community Development Division

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Youth Recreation Grant Application

NAME OF APPLICANT(S): _____

TYPE OF ENTITY: _____

FEDERAL TAX ID #: _____

AMOUNT OF GRANT FUNDS REQUESTED: \$ _____

TYPE OF PROJECT PROPOSED: _____

EXECUTIVE OFFICER:

(or Authorized Representative)

☐ Is this individual is authorized to sign official documents?

(Name)

(Title)

(Street/PO Box) (City/State/Zip)

(Telephone) (FAX No)

(E Mail address)

PRIMARY CONTACT PERSON:

(if different than Executive Officer)

☐ Is this individual is authorized to sign official documents?

(Name)

(Title)

(Street/PO Box) (City/State/Zip)

(Telephone) (FAX No)

(E Mail address)

OTHER CONTACT PERSON (if applicable):

☐ Is this individual is authorized to sign official documents?

(Name)

(Name of Firm)

(Street/PO Box) (City/State/Zip)

(Telephone) (FAX No)

(E Mail address)

BRIEF SUMMARY OF THE FACILITIES AND SERVICES CURRENTLY PROVIDED: Please provide a brief summary of the organization, the recreation facilities and the youth recreation opportunities provided by those facilities.

Applicant's Response:

PROPOSED PROJECT DESCRIPTION: Please provide a summary of the proposed project, the specific problem(s) or deficiency to be addressed by the proposed project, and how the proposed project will solve the problem(s).

Applicant's Response:

GRANT CRITERIA:

(A) NEED:

i. Does a problem or deficiency exist in a utility or service necessary to provide activities for Montana youth? Describe the nature and frequency of the problem and provide supporting documentation.

Applicant's Response:

ii. Have serious public health or safety problems attributable to a deficiency occurred, or are likely to occur, such as illness, disease outbreak, substantial property loss, environmental pollution, safety problems, hazards, or health risks? Describe the nature and frequency of occurrence and provide supporting documentation.

Applicant's Response:

iii. Is there documentation that the condition of the public facility or service (or lack of a facility or service) violates, or may potentially violate, a local, state or federal standard, code, ordinance, or a requirement of the organization's use of Montana State Trust Lands? If yes, describe the standard or requirement being violated and how specifically the existing condition does not meet the standard or requirement.

Applicant's Response:

iv. Additional information supporting the NEED for this project.

Applicant's Response:

(B) AVAILABILITY OF FUNDS:

i. Explain why a Youth Recreation grant is necessary to make the project feasible and affordable.

Applicant's Response:

ii. Proposed Funding Sources

	Source	Type of Fund	Amount	Status of Funds	Rates and Terms
1	Youth Recreation Grant	State Grant	\$	Application Submitted 10/15	N/A
2					
3					
4					
5					

iii. How has the applicant sought out and obtained other sources of funds to complete the project? Discuss all fundraising activities, other grant opportunities sought, and any other actions undertaken to obtain other funds for the project.

Applicant's Response:

iv. If a particular proposed source of funding is not obtained, how will the project proceed? Discuss how the loss of each of the proposed funding sources would affect the completion of the project.

Applicant's Response:

v. What are the organization's current debt obligations? Please provide supporting documentation (e.g., annual income statement and balance sheet, Form 990, or audit).

Applicant's Response:

vi. What are the organization's current assets?

Applicant's Response:

vii. Describe any additional information related to AVAILABILITY OF FUNDS that may help the Department in reviewing and ranking this grant criterion.

Applicant's Response:

(C) PLANNING AND MAINTENANCE:

i. Describe how proposed project reasonably fits into an overall plan for operation and maintenance of the existing or contemplated facility.

Applicant's Response:

ii. Describe past operation and maintenance budgets and practices over the long-term, including any reserves for repair and replacement.

Applicant's Response:

iii. If there are indications that the problem or deficiency is not of recent origin, or has developed because of inadequate operation and maintenance practices in the past, explain the circumstances and describe the actions that management will take in the future to assure that the problem will not reoccur.

Applicant's Response:

iv. Describe how the proposed project is consistent with current plans adopted by any local governmental agencies. Provide copies of or webpage addresses for relevant documents.

Applicant's Response:

v. Describe any additional information related to PLANNING AND MAINTENANCE that may help the Department in reviewing and ranking this grant criterion.

Applicant's Response:

(D) CAPACITY TO MANAGE THE GRANT AND PROJECT

i. Describe any previous experience the applicant has managing a state infrastructure grant or project, or any other grant or project management experience.

Applicant's Response:

ii. Are all projected costs and the proposed implementation schedule reasonable and well supported? Are there any apparent technical problems that were not adequately addressed that could delay or prevent the proposed project from being carried out or which could add significantly to project costs?

Applicant's Response:

iii. Describe any additional information related to GRANT AND PROJECT MANAGEMENT that may help the Department in reviewing and ranking this grant criterion.

Applicant's Response:

(E) COMMUNITY SUPPORT FOR THE PROJECT

ii. Are the local citizens in support of the project? Summarize any comments received regarding the project and any responses provided.

Applicant's Response:

iiii. Describe any additional information related to COMMUNITY SUPPORT that may help the Department in reviewing and ranking this grant criterion.

Applicant's Response:

ATTACHMENTS

EXHIBIT 1: PRELIMINARY PROJECT BUDGET

EXHIBIT 2: PRELIMINARY IMPLEMENTATION SCHEDULE

EXHIBIT 3: ENVIRONMENTAL REVIEW DOCUMENTS

CERTIFICATION

To the best of my knowledge and belief, the information provided in this application and in the attached documents is true and correct. Also, the applicant is eligible for Youth Recreation grant funds and has the authority to make expenditures to provide for the particular service or facility.

Name (printed): _____

Title (printed): _____

Signature: _____

Date: _____

Exhibit I: Preliminary Project Budget

	SOURCE:	SOURCE:	SOURCE:	SOURCE:	TOTAL
	Youth Rec Grant				
ADMINISTRATIVE/FINANCIAL COSTS:					
Grant Administration		\$0.0	\$0.0	\$0.0	\$0.0
Office Costs		\$0.0	\$0.0	\$0.0	\$0.0
Professional Services		\$0.0	\$0.0	\$0.0	\$0.0
Legal Costs		\$0.0	\$0.0	\$0.0	\$0.0
Travel & Training		\$0.0	\$0.0	\$0.0	\$0.0
TOTAL ADMINISTRATIVE/ FINANCIAL COSTS		\$0.0	\$0.0	\$0.0	\$0.0
ACTIVITY COSTS:					
Equipment Costs	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Construction Costs	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Architectural/Engineering Design	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Project Analysis (Engineering reports, studies, etc)	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Contingency	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
TOTAL ACTIVITY COSTS	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
TOTAL PROJECT COSTS:	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0

Exhibit 2: Preliminary Implementation Schedule

	2015				2016				2017			
	QUARTERS				QUARTERS				QUARTERS			
TASK	1 ST	2 ND	3 RD	4 TH	1 ST	2 ND	3 RD	4 TH	1 ST	2 ND	3 RD	4 TH
PROJECT START-UP												
A. Sign contract with Department of Commerce												
B. Secure approval of other funding												
C. Submit progress reports and drawdown request. (Progress reports quarterly if no draws submitted)												
PROJECT CONSTRUCTION												
A. Architectural Design												
B. Conduct pre-construction conference												
C. Construction and purchase and installation of equipment												
D. Monitor Progress												
E. Final Inspection												
PROJECT CLOSE-OUT												
A. Department of Commerce staff conduct on-site monitoring of the project.												
B. Submit project completion report.												
C. Include project in audits.												

Exhibit 3: Environmental Checklist

NAME OF PROJECT:	
PROPOSED ACTION:	
LOCATION:	____, Montana

Key Letter:

N – No Impact; **N/A** –Not Applicable; **B** – Potentially Beneficial; **A** – Potentially Adverse; **P** – Approval/Permits Required;

M – Mitigation Required

PHYSICAL ENVIRONMENT

Key	1	Soil Suitability, Topographic and/or Geologic Constraints (e.g., soil slump, steep slopes, subsidence, seismic activity)
		<i>Response and source of information:</i>
Key	2	Hazardous Facilities (e.g., power lines, hazardous waste sites, acceptable distance from explosive and flammable hazards including chemical/petrochemical storage tanks, underground fuel storage tanks, and related facilities such as natural gas storage facilities & propane storage tanks)
		<i>Response and source of information:</i>
Key	3	Effects of Project on Surrounding Air Quality or Any Kind of Effects of Existing Air Quality on Project (e.g., dust, odors, emissions)
		<i>Response and source of information:</i>
Key	4	Groundwater Resources & Aquifers (e.g., quantity, quality, distribution, depth to groundwater, sole source aquifers)
		<i>Response and source of information:</i>
Key	5	Surface Water/Water Quality, Quantity & Distribution (e.g., streams, lakes, storm runoff, irrigation systems, canals)
		<i>Response and source of information:</i>
Key	6	Floodplains & Floodplain Management (Identify any floodplains within one mile of the boundary of the project.)
		<i>Response and source of information:</i>
Key	7	Wetlands Protection (Identify any wetlands within one mile of the boundary of the project.)
		<i>Response and source of information:</i>
Key	8	Agricultural Lands, Production, & Farmland Protection (e.g., grazing, forestry, cropland, prime or unique agricultural lands) (Identify any prime or important farm ground or forest lands within one mile of the boundary of the project.)
		<i>Response and source of information:</i>

Key Letter:		
N – No Impact; N/A –Not Applicable; B – Potentially Beneficial; A – Potentially Adverse; P – Approval/Permits Required;		
M – Mitigation Required		
Key	9	Vegetation & Wildlife Species & Habitats, Including Fish (e.g., terrestrial, avian and aquatic life and habitats)
		Response and source of information:
Key	10	Unique, Endangered, Fragile, or Limited Environmental Resources, Including Endangered Species (e.g., plants, fish or wildlife)
		Response and source of information:
Key	11	Unique Natural Features (e.g., geologic features)
		Response and source of information:
Key	12	Access to, and Quality of, Recreational & Wilderness Activities, Public Lands and Waterways, and Public Open Space
		Response and source of information:
HUMAN ENVIRONMENT		
Key	1	Visual Quality – Coherence, Diversity, Compatibility of Use and Scale, Aesthetics
		Response and source of information:
Key	2	Nuisances (e.g., glare, fumes)
		Response and source of information:
Key	3	Noise -- suitable separation between noise sensitive activities (such as residential areas) and major noise sources (aircraft, highways & railroads)
		Response and source of information:
Key	4	Historic Properties, Cultural, and Archaeological Resources
		Response and source of information:
Key	5	Changes in Demographic (population) Characteristics (e.g., quantity, distribution, density)
		Response and source of information:
Key	6	General Housing Conditions - Quality, Quantity, Affordability
		Response and source of information:

Key Letter:		
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M – Mitigation Required		
Key	7	Displacement or Relocation of Businesses or Residents
		<i>Response and source of information:</i>
Key	8	Public Health and Safety
		<i>Response and source of information:</i>
Key	9	Lead Based Paint and/or Asbestos
		<i>Response and source of information:</i>
Key	10	Local Employment & Income Patterns - Quantity and Distribution of Employment, Economic Impact
		<i>Response and source of information:</i>
Key	11	Local & State Tax Base & Revenues
		<i>Response and source of information:</i>
Key	12	Educational Facilities - Schools, Colleges, Universities
		<i>Response and source of information:</i>
Key	13	Commercial and Industrial Facilities - Production & Activity, Growth or Decline.
		<i>Response and source of information:</i>
Key	14	Health Care – Medical Services
		<i>Response and source of information:</i>
Key	15	Social Services – Governmental Services (e.g., demand on)
		<i>Response and source of information:</i>
Key	16	Social Structures & Mores (Standards of Social Conduct/Social Conventions)
		<i>Response and source of information:</i>
Key	17	Land Use Compatibility (e.g., growth, land use change, development activity, adjacent land uses and potential conflicts)
		<i>Response and source of information:</i>
Key	18	Energy Resources - Consumption and Conservation
		<i>Response and source of information:</i>

Key Letter:		
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M – Mitigation Required		
Key	19	Solid Waste Management
		<i>Response and source of information:</i>
Key	20	Wastewater Treatment - Sewage System
		<i>Response and source of information:</i>
Key	21	Storm Water – Surface Drainage
		<i>Response and source of information:</i>
Key	22	Community Water Supply
		<i>Response and source of information:</i>
Key	23	Public Safety – Police
		<i>Response and source of information:</i>
Key	24	Fire Protection – Hazards
		<i>Response and source of information:</i>
Key	25	Emergency Medical Services
		<i>Response and source of information:</i>
Key	26	Parks, Playgrounds, & Open Space
		<i>Response and source of information:</i>
Key	27	Cultural Facilities, Cultural Uniqueness & Diversity
		<i>Response and source of information:</i>
Key	28	Transportation Networks and Traffic Flow Conflicts (e.g., rail; auto including local traffic; airport runway clear zones - avoidance of incompatible land use in airport runway clear zones)
		<i>Response and source of information:</i>
Key	29	Consistency with Local Ordinances, Resolutions, or Plans (e.g., conformance with local comprehensive plans, zoning, or capital improvement plans)
		<i>Response and source of information:</i>

Key Letter:		
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M – Mitigation Required		
Key	30	Is There a Regulatory Action on Private Property Rights as a Result of this Project? (consider options that reduce, minimize, or eliminate the regulation of private property rights.)
		<i>Response and source of information:</i>

Environmental Review Narrative

1. **Alternatives:** Describe the reasonable alternatives to the project.
2. **Mitigation:** Identify any enforceable measures necessary to reduce any impacts to an insignificant level.
3. **Is an EA or Environmental Impact Statement (EIS) required?** Describe whether or not an EA or EIS is required, and explain in detail why or why not.
4. **Public Involvement:** Describe the process followed to involve the public in the proposed project and its potential environmental impacts. Identify the public meetings - where and when -- the project was considered and discussed, and when the applicant approved the final environmental assessment.
5. **Person(s) Responsible for Preparing:** Identify the person(s) responsible for preparation of this checklist.
6. **Other Agencies:** List any state, local, or federal agencies that have over-lapping or additional jurisdiction or environmental review responsibility for the proposed action and the permits, licenses, and other authorizations required; and list any agencies or groups that were contacted or contributed information to this Environmental Assessment (EA).

Authorized Representative

Date